



RICHMOND POLICE DEPARTMENT GENERAL ORDER

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or case in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

Chapter 8	Number 3	Effective Date 07/29/10	Review Date 2013
Subject CRASH INVESTIGATIONS AND REPORTING			☐ New Order ☒ Replaces G.O. 8-3 (12/22/09)
References CALEA 61.1.5k, 61.1.11, 61.2.1a, 61.2.1b, 61.2.1c, 61.2.1d, 61.2.1e, 61.2.1f, 61.2.2a, 61.2.2b, 61.2.2c, 61.2.2d, 61.2.2e, 61.2.2f, 61.2.2g, 61.2.2h, 61.2.3a, 61.2.3b, 61.2.3c, 61.2.3d, 61.2.3e, 61.2.3f, 61.2.4, 83.1.1 VLEPSC OPR.07.03k, OPR.07.05a, OPR.07.05b, OPR.07.05c, OPR.07.05d, OPR.07.05e, OPR.07.05f, OPR.07.05g, OPR.07.06a, OPR.07.06b, OPR.07.06c, OPR.07.07 General Orders 3-10, 6-4, 7-8, 8-1, 8-7 Virginia State Code 46.2-373, 46.2-823, 46.2-894-46.2-900, 46.2-939			
 _____ Chief of Police or Designee		07/29/10 _____ Date	

I. PURPOSE

The purpose of this order is to establish guidelines for Department members when handling traffic crashes, crashes on city property, hit and run situations and traffic-related injuries and fatalities. This order also establishes the guidelines for reporting crashes by police personnel involving city vehicles.

II. POLICY

It is the policy of the Richmond Police Department to investigate traffic crashes, to determine whether these crashes were caused by traffic violations, and in those cases, to prosecute these violations. Crashes are also investigated for the purpose of civil litigation.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

- A. **DEPARTMENT VEHICLE** – Any vehicle, including all owned, leased, rented or seized vehicle(s), currently utilized by the Richmond Police Department.

- B. REPORTABLE CRASH – Any crash which results in injury to or death of any person or total property damage to an apparent extent of \$1,500 or more. A Police Crash Report (FR-300P) shall be completed for all reportable crashes and is the official form that is submitted to the Department of Motor Vehicles (DMV). When applicable, a Field Notes Form (FR-300F) shall be completed to include the officer's field notes and observations; however, the FR-300F is not submitted to DMV.

V. PROCEDURE

A. Crash Response, Investigation and Reporting:

1. Officers shall respond to, investigate and report the following types of traffic crashes:
 - a. Crashes resulting in death or injury, whether on public or private property;
 - b. Hit and run crashes, whether on public or private property;
 - c. City vehicle crashes, whether on public or private property;
 - d. Crashes due to impairment caused by alcohol or drugs, whether on public or private property; and,
 - e. Crashes involving hazardous material spills, whether on public or private property.
2. Officers shall respond to the following types of traffic crashes. Investigating and reporting is dependent upon statutory limitations.
 - a. Crashes which create major traffic congestion;
 - b. Crashes where damage to the vehicle(s) require towing;
 - c. Crashes involving disturbances between principals involved; and,
 - d. All crashes on the public right of way including:
 - 1) Crashes occurring on public streets, sidewalks or unpaved city property including those caused by holes or other surface defects or underground utilities;
 - 2) Crashes occurring in a city park or playground;
 - 3) Damage inflicted upon a privately-owned building by the city; and,
 - 4) Crashes occurring on school property after school hours.
3. Private Property Crashes:

- a. The Richmond Police Department will not respond to crashes involving property damage which occur on private property unless:
 - 1) There is a dispute between the principals;
 - 2) A hit and run crash has occurred;
 - 3) A city vehicle is involved;
 - 4) Alcohol and/or drug impairment is involved; and/or,
 - 5) Hazardous materials are involved.
- 4. Non-Reportable Crashes Under the Statutory Limit (§46.2-373):
 - a. When an officer responds to a traffic crash which results in property damage only and the total apparent damage is under \$1,500, the officer will clear the roadway, restore the normal flow of traffic and verify the drivers' license, registration and insurance information for validity.
 - b. The officer shall briefly explain to the operator(s) that the Commonwealth of Virginia and the city of Richmond do not require a crash report to be compiled when there are no injuries and the total property damage does not exceed \$1,500. The officer shall assist the parties in the exchange of information required for insurance purposes by supplying a Exchange of Crash Information Form (PD-28) to each driver containing his/her name, code number and any other necessary information on the form.
 - c. When a person involved in a crash is clearly at fault, he/she shall be charged accordingly.
- 5. Hit and Run Crash Investigation:
 - a. A hit and run crash is one in which the vehicle operator fails to stop and take account of the crash. It shall be investigated regardless of the amount of damage. Any situation in which there is sufficient information to follow up, the officer will continue the investigation until an arrest has been made or all leads have been exhausted. In crashes where the offender is not arrested or follow-up is not possible, those cases will be assigned to a Hit and Run investigator.
 - b. Private Property – Hit and Run is a criminal offense regardless of where it takes place. The officer shall complete an IBR on the property owner. The officer will not be required to complete an FR-300P for crashes occurring on private property.
 - c. If the incident was an intentional act (i.e. the suspect intentionally hits the victim), the incident shall be classified as an assault rather than a hit and run.
 - d. If there is no damage, no crash has occurred. Parking lot contact between vehicles creates many calls for service and unnecessary reports are often

taken to satisfy the complainant. The officer shall ensure that there is damage prior to taking a report.

- e. During the course of a police pursuit, if the suspect's vehicle strikes another vehicle and the suspect fails to stop, the FR-300P and IBR shall be compiled.
- f. In a hit and run crash involving serious injury or fatality, a Traffic Enforcement Unit supervisor shall be notified immediately, and the Crash Team will be called out.
- g. The following reports shall be compiled, when applicable:
 - (1) IBR – An IBR must contain all pertinent information regarding the crash as well as a reasonable estimate of the damage.
 - (2) FR-300P – For Hit and Run Crashes that have damage exceeding \$1,500 or involve injury, the following shall occur:
 - a) The officer shall send the FR-300P to the Crash Report Clerk who shall update information as the investigation is completed.
 - b) The Hit and Run crash investigator shall update and file the FR-300P with the DMV based on the results of the investigation.
 - (3) If applicable, an Incomplete Traffic Accident Report (PD-5) will be completed and submitted to a supervisor along with the IBR. The PD-5 is used in lieu of the FR-300P.
- h. An officer making an arrest can assign him/herself as the crash investigator. His/her report shall include a diagram, dollar amount, extent of injuries, directions, car descriptions, witness description (type of car observed compared with DMV information) and telephone number. If the crash is reportable, the FR-300P will be included. The officer shall advise the victim to contact the insurance company rather than the Hit and Run office.
- i. Towing Vehicles involved in Hit and Runs:
 - (1) If the suspect's vehicle is needed as evidence, the officer shall have the vehicle towed for investigation. On many occasions, vehicles have been initially recovered at the scene of a hit and run then found to have been used in a much more serious crime. The vehicle cannot be processed if it was not held.
 - (2) If a car towed as a result of an officer's request is placed in the section "Hold for Investigation" – Hit and Run" of the tow lot, there must be an IBR on file. The officer shall indicate on the IBR when the vehicle is being held for investigation.

6. Traffic Fatalities:

- a. The responding officer shall immediately notify a supervisor who shall respond to the scene and notify the Watch Commander.
- b. The Crash Team shall be notified to respond. The call-out shall be made as soon as possible due to the short-term nature of the physical evidence involved. The Crash Team call-out list is available at DEC. DEC shall also notify Major Crimes personnel, at the request of the Crash Team, who will assist in the investigation of crashes involving fatalities when necessary.
- c. Crash Team investigators, with the assistance of Major Crimes personnel when necessary, shall deliver the death notification to the next of kin. The Watch Commander shall be notified after the official notification has been made.
- d. The Crash Team investigator shall compile an initial crash report. An email notification shall be forwarded to applicable Senior Command staff members.
- e. The Crash Team investigator shall compile an IBR classified as "Traffic Related Death" and one packet of the report must be taken to the Medical Examiner's Office.
 - 1) The investigator shall complete the Narrative Report, listing information such as the name, address and telephone number of any witnesses and any relevant information of a confidential nature.
 - 2) The Information for Fatality (Traffic) Form (PD-16) and a Traffic Unit Information Report on Fatal Accidents (PD-29) shall be compiled by the investigator.
 - 3) The investigator shall forward a copy of the PD-16 to the DEC teletype operator who shall send a teletype regarding the fatality to the State Police. The teletype operator shall return the hard copy to the crash investigator who shall forward it to the Lieutenant of the Traffic Unit.

7. Injury Determination:

For crash reporting purposes, an injury is classified as one of the following:

- a. Deceased before the report was made;
- b. Visible signs of injury, i.e. bleeding wounds or distorted members;
- c. Less serious visible injuries, i.e. bruises, abrasions, swelling, limping;
- d. No visible injury but complaint of pain or momentary unconsciousness; or,
- e. No injury.

8. Industrial Crashes Involving Motor Vehicles:

Upon arrival at an industrial site where a motor vehicle crash has occurred, the initial responding officer shall contact the Crash Team. DEC shall contact Occupational Safety and Health Administration (OSHA) who will investigate the crash with the assistance of the Crash Team.

9. Delayed Reports of Crashes:

If the Richmond Police Department receives a crash investigation call for service for which there has been a delay in the reporting of the crash and one or more of the vehicles are no longer at the scene, then the DEC officers taking the call shall advise the caller to contact all parties in the crash and have them respond to the scene to meet the officer.

10. Traffic Crash Investigation Responsibilities:

a. The first officer on the scene shall:

- 1) Protect the scene in order to prevent further damage and/or injury;
- 2) Identify any injured parties and begin first aid procedures if necessary;
- 3) Call for emergency medical services personnel and equipment as needed;
- 4) If fire or hazardous materials are involved:
 - a) Approach the incident from upwind, if possible;
 - b) Stay clear of all spills, vapors, fumes and smoke;
 - c) Protect the incident scene;
 - d) Do not assume that odorless gases or vapors are harmless; and,
 - e) Request Fire Department response.
- 5) Control vehicular and pedestrian movements in the vicinity of the crash, as needed. This task may require:
 - a) Requesting additional personnel;
 - b) Re-routing traffic by manually placing flares, cones or other traffic-controlling devices; and,
 - c) Assuming manual control of traffic signals.

NOTE: For additional information, refer to General Order 8-1, Regulation of Traffic.

- 6) Consult with a supervisor to determine the need for a Crash Team call-out;

- 7) Secure and maintain the crash scene for investigative purposes; and,
 - 8) Remain in charge until relieved by the investigating officer, a supervisor or Fire Department personnel (when applicable).
- b. Investigating Officer:
- 1) When a property damage or non-serious injury occurs, the investigating officer shall:
 - a) Interview principals and witnesses;
 - b) Examine and record vehicle damage;
 - c) Examine and record the effects of the crash on the roadway;
 - d) Collect and preserve evidence as needed;
 - e) Take photographs and measurements as needed;
 - f) Complete the appropriate follow-up activities to include:
 - (1) Collect off-scene data;
 - (2) Obtain and record formal witness statements;
 - (3) Prepare formal reports to support any charges placed;
 - (4) Reconstruct the crash (if needed); and,
 - (5) Safeguard the personal property of crash victims and whenever necessary, secure the property according to General Order 9-5, Handling Property and Evidence.
 - g) Facilitate the exchange of information between principals; and,
 - h) Complete and submit the traffic crash report prior to the end of the officer's tour of duty.
- c. Crash Team Callouts:
- 1) The Crash Team maintains two levels of response determined by the severity and circumstances of the crash:
 - a) Level One – Full Crash Team Call-Out: Response by the lieutenant, sergeant and a minimum of two investigators will occur in fatal traffic crashes, crashes in which death is probable and all police vehicle crashes that involve significant injury to an officer or citizen. The following shall occur in the event of a Level One response:

- (1) Prior to the arrival of the Crash Team, the initial responding officer shall take measures to secure the area and divert traffic.
 - (2) In the event that a member of the Crash Team is utilized from the shift or is called back, the Crash Team supervisor shall be notified.
- b) Level Two – Partial Crash Team Call-Out: Response by the sergeant and one or two investigators will occur in the following cases:
 - (1) The crash involves a police, fire or emergency medical service vehicle that was operating in an emergency capacity;
 - (2) The crash involves a city vehicle in which there was extensive property damage or any situation whereby future litigation against the city is likely; and,
 - (3) Questionable crashes in which the supervisor determines that the Crash Team supervisor should be notified. In such cases on weekdays between the hours of 0800 – 1759 hours, the supervisor at the crash scene shall contact DEC and request that the Traffic OIC, or the SED Commander in their absence, be paged. The Traffic OIC or the SED Commander shall determine the necessity of a Crash Team call-out. After 1800 hours and on weekends/holidays, the supervisor shall contact Unit 9 who will determine the necessity of a Crash Team call-out.

NOTE: Crash Team response does not preclude the first officer on scene from ensuring that the initial traffic crash responsibilities are handled prior to the arrival of the Crash Team.

B. FR-300P and FR422A Completion, Distribution and Responsibility:

1. FR-300P Completion:

- a. All crashes investigated by Department members shall be reported on the standard FR-300P Police Crash Report provided by the Virginia Department of Motor Vehicles.
- b. The Police Officers' Instruction Manual for Completing Police Crash Reports shall be utilized as a guide for completing the FR-300P.
- c. Officers shall complete the FR-300P.
- d. Officers shall use the PD-28 to assist vehicle operators in exchanging information.

2. FR-300P Distribution:

- a. The FR-300P shall be submitted to the immediate supervisor prior to the end of the officer's tour of duty.
- b. The supervisor shall review the FR-300P and ensure its completeness and accuracy before signing the report as the Reviewing Officer.
- c. The original FR-300P shall be placed in the designated areas in each division for distribution to the Central Records Unit, which maintains crash reports in compliance with the Library of Virginia Records Retention Schedule.
- d. The investigating officer shall maintain a copy for their records.
- e. If the investigating officer is unable to furnish all required information for the FR-300P, an Incomplete Traffic Accident Report (PD-5) shall be compiled.
 - 1) The PD-5 and one copy shall be given to the officer's supervisor who will determine the validity of the PD-5, and if valid, sign the form and forward one copy to the Accident Report Clerk.
 - 2) When the investigating officer submits the completed FR-300P, it shall be forwarded to the Central Records Unit along with the remaining copy of the PD-5.

3. Responsibilities Pertaining to the FR-300P:

- a. FR-300P reports containing errors will be returned by the Central Records Unit to the investigating officer's immediate supervisor for correction.
- b. Reports shall be corrected by the investigating officer and returned to the Central Records Unit on the same day that they are received by the investigating officer.
- c. Field Training Officers are responsible for and shall sign all reports prepared by officers in field training.

4. State Form FR422A Confirmation of Liability Insurance:

- a. Form FR422A shall be compiled whenever an officer believes that a person involved in a crash does not have valid motor vehicle insurance.
- b. Issuing officers shall complete the information on the left half of the form and have the individual sign where required. The original will be given to the operator of the vehicle and the blue copy forwarded to the Department of Motor Vehicles.

C. Department Vehicle Crashes:

1. Whenever a Department member is involved in a crash while operating a Department vehicle, a supervisor of the next highest rank shall be notified. If necessary, proper emergency equipment should be requested. The vehicles shall

not be moved unless authorized by the supervisor or unless the investigating officer concludes that it is necessary.

2. Once the crash is assessed, the investigating supervisor shall make notification through the chain of command.
3. The supervisor shall conduct an investigation of the crash. He/she may utilize the assistance of a crash investigator or officer, however, the responsibility for the contents of all reports rests with the supervisor.
4. The investigating supervisor shall ensure that the damaged Department vehicle is taken to the City Garage for a damage estimate as soon as practical after the crash; regardless of the amount of damage.
5. Whenever an officer sustains an injury in a department vehicle crash, the supervisor shall prepare the Employer's Accident Report Form (VWC Form No. 3) and a Supervisor's Investigation Report (PD-33). Should the crash involve serious injury to an officer or other individual(s), the Department's Safety Officer shall also be notified.
6. Anytime that a department vehicle operator claims mechanical failure of the department vehicle, the supervisor shall ensure that the Department of Public Works – Division of Fleet Management is notified to have a mechanic respond. If the main City Garage is closed, the supervisor shall have DEC contact an on-call mechanic. The vehicle shall not be moved or tampered with until the mechanic responds, unless there is an extreme emergency. The Department's Safety Officer shall also be notified.
7. Should the department vehicle crash involve extensive property damage and/or serious injury that would indicate the probability of a civil suit being filed against the city, the Crash Team shall be notified to respond to the scene to assist the supervisor with the investigation and provide detailed photographs of the scene.
8. The investigating supervisor shall compile the FR-300P. If the total damage is less than \$1,500 and there are no injuries, the investigating supervisor shall write in red ink across the top of the report "NON-REPORTABLE CITY VEHICLE". When compiling the FR-300P, the department vehicle will always be listed as vehicle #1, except when there are two department vehicles involved in a crash. The police unit causing the crash shall be listed as vehicle #1 on the form.
9. The Unit number and the Shop number shall be placed in the informational block for the department vehicle involved. For uniformity, the best place would be on the same line with the wording "VEHICLE NO. 1." If there is more than one department vehicle, this information shall be placed on the corresponding line for that vehicle.
10. The operator of the department vehicle involved shall complete the Automobile Loss Notice/Accident Report (PD-31) and the investigating supervisor shall review it. The supervisor shall forward the Vehicle Crash Report Package (original) and a copy of the FR-300P to the Department's Safety Officer.

11. The investigating supervisor shall also compile a Supervisory Investigation – Department Vehicle Accident (PD-70). In this report, the supervisor shall make a recommendation as to whether the crash is IN POLICY or OUT OF POLICY according to City and Department policies, regulations and VA State Code.

NOTE: If the Department vehicle is properly parked and unoccupied when the crash occurs, a PD-70 is not required. However, the FR-300P, pictures and PD-31 are still required. In instances of vandalism or damage to city property, the FR-300P will not be necessary. However, an IBR will be completed.

12. Distribution of Forms:

- a. After the investigating supervisor has signed the original FR-300P and the required copies made, the original shall be submitted to the Warrant and Information Services Unit for all crashes which are reportable to the State. One copy shall be forwarded to the Department's Fleet Maintenance Officer along with pictures of the crash.
- b. When a supervisor investigates a crash in which a police officer is involved that occurred in the performance of the officer's duties, the supervisor shall compile a DMV Notification of Police Officer Accident (PD-18) (one copy), attach it to the original DMV copy of the FR-300P and forward it to the Warrant and Information Services Unit.
- c. The investigating supervisor shall place the completed forms into three packets. The forms shall be collated in the following order:
 - 1) Automobile Loss Notice/Accident Report (PD-31);
 - 2) Supervisory Investigation – Department Vehicle Accident (PD-70);
 - 3) FR-300P;
 - 4) Pictures; and,
 - 5) Related Reports.

NOTE: If the vehicle is properly parked and unoccupied, the PD-70 is not needed. If vandalism or damage to city property has occurred, neither the PD-70 nor the FR-300P is needed. However, an IBR will be necessary.

- d. The investigating supervisor will forward, through channels, one copy to the Division Commander and the original to the Department's Safety Officer.

D. Non-Department City Vehicle Crashes:

1. Whether on public or private property, the officer shall complete the FR-300P and attach a note indicating "CITY VEHICLE CRASH" prior to submitting it to the Crash Report Clerk who will prepare the required number of copies and forward to the Office of Risk Management.

2. *The Unit number and the Shop number shall be placed in the informational block for the city vehicle involved. For uniformity, the best place would be on the same line with the wording "VEHICLE NO. 1." If there is more than one city vehicle, this information shall be placed on the corresponding line for that vehicle.*
3. Officers shall remind the operators of the city vehicle(s) involved that they are required to notify their agencies about the incident. If possible, the vehicle operator's supervisor should respond to the scene.
4. If the total damage is less than \$1,500 and there are no injuries, the investigating supervisor shall write in red ink across the top of the report "NON-REPORTABLE CITY VEHICLE."

E. Accidents Occurring on City Property (Non-Vehicular):

1. Upon arrival, the responding officer shall take all measures necessary to render the situation safe and provide/summons medical assistance, if necessary. The officer shall contact DEC to request additional units to assist as necessary and notify any affected city agencies.
2. Accidents occurring on city property require the completion of a Report of Accident on City Property (CS260296) with the appropriate incident number provided by DEC in the "Code No." space. The officer will ensure that photographs are taken of the scene, promptly processed and downloaded to his/her home directory labeled with the name or case number of the accident.

NOTE: An IBR and Supplemental Report are not required when responding to a "Accident on City Property" call.

3. The responding officer shall ensure that the report is complete and forward the original CS260296 to the Office of Risk Management.
4. The investigating officer shall inform the accident victim that the CS260296 is being taken for investigative purposes and is not a claims form and that he/she may contact the City Attorney's Office or the Office of Risk Management with any additional questions regarding the incident.
5. Under no circumstances will any officer indicate to an individual suffering damage to their property that the city of Richmond will pay a claim, accept liability or contact the individual in reference to the incident.

NOTE: Accidents occurring inside the Arthur Ashe Center, the Coliseum, the Diamond, the Landmark Theater, the Greater Richmond Convention Center or their parking areas, and inside a City office building do not require the CS260296 Form.

F. Rentals and Other Department Vehicle Accidents:

1. Rental Vehicles – Currently, rental vehicles are insured by the renting agency, therefore, they may require a separate insurance form to be completed. If so, this will be done in addition to the reports required by the Department, and a copy will

be added to the above-mentioned accident packets. Divisions utilizing rental vehicles will maintain reporting information required by the renter. However, all rental vehicles, just like other department vehicles, must be taken to the City Garage (during normal working hours or as soon as possible thereafter) for a damage estimate as soon as practical after the accident. This shall be done regardless of the amount of damage. Refer to General Order 3-10, Take-Home Vehicles, for procedures related to the use of rental vehicles.

2. Other Department Vehicles – Police employees involved in crashes involving other department vehicles utilized by the Department are to follow the same procedures that apply to city-owned department vehicles.

G. Post-Crash Testing (City of Richmond’s Substance Abuse Policy):

1. As soon as possible following a motor vehicle crash, the city shall test the employee driver for drugs when either:
 - a. The crash involved a fatality;
 - b. The employee driver receives (or is expected to receive) a citation under state or local law for a moving violation arising from the crash; or,
 - c. The total damage exceeds \$10,000.
2. It is the applicable employee’s immediate supervisor’s responsibility to ensure that the provisions of post-crash testing are followed.

H. Damage to Department Vehicles (Other than Vehicular Crashes): Responsibilities of Police Personnel:

1. Whenever a Department vehicle sustains damage through vandalism, theft, fire, etc., the PD-31, original and a copy, are to be prepared by the operator and reviewed and signed by a supervisor. The damaged vehicle must be taken to the Main City Garage for a damage estimate, regardless of the amount of damage. If an object such as a rock or other projectile hits a window or windshield of the vehicle, a PD-70 is not required. The incident is treated as “Damage to City Property” and only the PD-31 and an IBR are required.
2. Since the PD-31 is the only form that will be made on every incident, the information on it must be very detailed and shall be signed by the reporting supervisor.
3. An IBR shall be completed by the investigating officer and reviewed by the supervisor for completeness and accuracy.

I. Notification in Certain Instances:

1. The Office of Risk Management shall be notified when any vehicle owned or utilized by the city and operated by a city employee is involved in a crash where there is a fatality, serious injury, extensive property damage or of an unusually serious nature (such as multiple injuries, multiple vehicles involved, or where it is

apparent that the city will be involved in litigation).

2. When, in the opinion of the investigating officer, the operator of a vehicle owned or utilized by the city involved in a crash is suspected of operating the vehicle under the influence of intoxicants or is suspected of gross negligence, the officer shall notify his/her supervisor who shall contact the Watch Commander or the on-duty OIC of the reporting precinct. The Watch Commander shall notify the head of the city agency involved.

J. Crashes Involving Sworn Police Department Employees in their Personally-Owned Vehicle (POV):

Whenever a sworn employee of the Department is involved in a crash within the Richmond city limits and while operating his/her POV, a supervisor of the next highest rank or higher shall respond to the scene and either investigate the crash or supervise the crash investigation. If the crash occurs in a location requiring an officer from another agency to investigate the crash, i.e. VA State Police, etc., it will not be necessary for a supervisor to respond.

K. Placement of Charges and Summoning of Witnesses:

1. When there is probable cause to believe that any operator involved in a reportable crash committed a violation of the law, the investigating officer shall place the appropriate charges against the operator.
2. If an officer is investigating a non-reportable crash **and issues** a summons for the violation of a law that was a cause or factor of the crash, the officer shall complete an FR-300F which is the field notes version of the report for the officer's investigation to be used in court.
3. If a traffic summons or warrant is to be issued to a City employee involved in a city vehicle crash, the investigating officer or supervisor shall consult with his/her supervisor prior to issuance in order to verify the action to be taken.
4. If a non-fatal crash occurs on private property, the only applicable charges are 'Reckless Driving', 'DUI/DUID' and/or 'Hit and Run'.
5. The summoning of witnesses for crashes shall be in accordance with provisions outlined in General Order 6-4, Virginia Uniform Summons.
6. Jurisdiction of Arrest:
 - a. If a traffic crash results in a traffic arrest and a criminal charge, both violations shall be set for Traffic Court. If a crash does not result in a traffic arrest and a traffic-related criminal charge is placed, the criminal violation shall be set for Traffic Court.
 - b. At the time an operator is charged with a violation, the officer shall provide the operator(s) with the following information:

- 1) Details regarding the specific charge;

- 2) Scheduled court appearance date and time;
- 3) Whether court appearance is optional or mandatory;
- 4) Whether a plea can be entered and/or a fine paid; and,
- 5) Any other applicable information regarding the crash and/or charges.

L. Vehicle Dispositions:

1. Victim's Vehicle – If the victim's vehicle is immobilized as a result of the crash and is a traffic hazard, the officer shall ask the owner for a towing company preference. If there is no driver preference, the Department's non-preference towing service will be called.
2. Suspect's Vehicle – If a suspect vehicle is located, it shall be handled in accordance with General Order 8-7, Inventory, Towing, Seizure, Storage and Abandoned Vehicles.

M. Property:

1. Injured Crash Victim – Any personal identification shall remain with the responding officer until after it has been properly recorded by the investigator/Crash Team member. If the investigating officer is unable to meet with the victim (due to surgery, etc.), all items of personal identification shall be entered as property at the Property and Evidence Unit. The officer shall leave written information to be placed with the victim's medical chart regarding the location of his/her property. All other property shall be inventoried and either entered as property at the Property and Evidence Unit or remain with the vehicle. Every effort shall be made to secure the victim's property.
2. Uninjured crash victims shall maintain control of their own property.
3. Any property found with a vehicle that belongs to a criminal suspect or that may be potentially used in a criminal case shall be entered as evidence at the Property and Evidence Unit.

VI. FORMS

- A. FR-300P, Police Crash Report Form
- B. FR-300F, Field Notes
- C. FR422A, Confirmation of Liability Insurance Form
- D. PD-5, Incomplete Traffic Accident Report
- E. PD-16, Information For Fatality (Traffic) Form
- F. PD-18, DMV Notification of Police Officer Crash
- G. PD-28, Exchange of Crash Information Form

- H. PD-29, Information Report on Fatal Accidents
- I. PD-31, Automobile Loss Notice/Accident Report
- J. PD-33, Supervisor's Investigation Report
- K. PD-70, Supervisory Investigation – Department Vehicle Accident
- L. CS260296, Report of Accident on City Property (ACP Report)
- M. VWC Form #3, Employer's Accident Report Form
- N. IBR